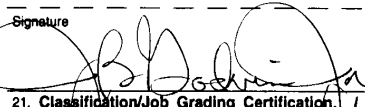
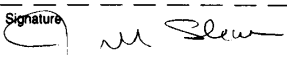


POSITION DESCRIPTION (Please Read Instructions on the Back)						1. Agency Position No. NL10400	
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL		5. Duty Station Ft. Leavenworth, KS	
6. OPM Certification No.		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity 1- Non-Sensitive <input type="checkbox"/> 3- Critical Sensitive <input type="checkbox"/> 2- Noncritical Sensitive <input checked="" type="checkbox"/> 4- Special Sensitive <input type="checkbox"/>	
13. Competitive Level Code 13-05		14. Agency Use					
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code	
a. U.S. Office of Personnel Management							
b. Department, Agency or Establishment							
c. Second Level Review							
d. First Level Review		Liaison Officer		GS		301	
e. Recommended by Supervisor or Initiating Office						13	
						ns	
						21Mar97	
16. Organizational Title of Position (if different from official title)				17. Name of Employee (if vacant, specify)			
18. Department, Agency, or Establishment DEPARTMENT OF THE ARMY (DA)				c. Third Subdivision CHIEF OF STAFF			
a. First Subdivision US ARMY MATERIEL COMMAND (AMC)				d. Fourth Subdivision			
b. Second Subdivision SIMULATION, TRAINING & INSTRUMENTATION COMMAND				e. Fifth Subdivision			
19. Employee Review—This is an accurate statement of the major duties and responsibilities of my position.				Signature of Employee (optional)			
<p>Supervisory Certification. I certify that this is an accurate statement of major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the</p>				<p>knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violation of such statutes or their implementing regulations.</p>			
a. Typed Name and Title of Immediate Supervisor James B. Godwin, Chief of Staff				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)			
Signature 		Date 3/20/97		Signature		Date	
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position USOPM PCS for GS-301, dated 1/79; USOPM PCS for GS-343, dated 8/90; USOPM PCS for GS-346, dated 1/87; Admin Analysis GEG, dated 8/90 (IS-98)			
Typed Name and Title of Official Taking Action JAMES M. SKURKA, DEPUTY TO THE COMMANDER				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.			
Signature 		Date 21 Mar 97					
23. Position Review		INITIALS		DATE		INITIALS	
a. Employee (optional)							
b. Supervisor							
c. Classifier							
24. Remarks POSITION IS AT THE FULL PERFORMANCE LEVEL US: 7777							
25. Description of Major Duties and Responsibilities (See Attached)							

INTRODUCTION

Position is located within the Command Group of the U.S. Army Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of the U.S. Army Materiel Command (AMC). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of Army training devices, simulations and simulators; instrumentation, targets and threat simulation; and Distributed Interactive Simulation (DIS). The commander centrally directs, coordinates, and supports the materiel development, acquisition and sustainment activities through the matrix organization and four Project Managers. This position is the primary field interface between the National Simulation Center (NSC) and STRICOM and is physically located at Fort Leavenworth, Kansas. The incumbent of this position serves as the STRICOM Liaison Officer to the Director, National Simulation Center and his staff for all actions involving simulations that are assigned to STRICOM.

MAJOR DUTIES

1. Serves as STRICOM liaison with oversight responsibility for coordinating the testing, fielding, and life-cycle support of constructive command and staff training simulations at the NSC. Stays abreast of all system software status. Makes formal and informal presentations to the NSC senior leadership and staff of current status and planned future actions as they pertain to STRICOM managed programs (e.g., BBS, CBS, Warfighter Simulation, Tactical Intelligence Simulation, etc.). Maintains current information on the status of STRICOM activities at the NSC through participation in exercises, conferences, briefings and staff meetings. **50%**

2. Coordinates with and advises the STRICOM staff of current training philosophies, trends and techniques being advocated at the center. Supports and assists STRICOM Project Management Offices and Directorates by working with the user in defining requirements and/or interpretation of requirements relative to STRICOM's acquisition of complex training devices and simulation equipment for the center. Serves as point of contact and team member with the NSC and STRICOM on recommended changes from either activity. Provides a weekly report covering significant actions/events to supervisor and maintains continuous coordination with the Directorate for Logistics. **25%**

3. Responsible for accountability of all non-expendable STRICOM property located at the STRICOM (Post Deployment Software Support) PDSS facility. Performs 100% annual inventory of property, reporting excesses and completing necessary forms for transfer of property as required. Works closely with management

of both the NSC and STRICOM to maintain communications and resolve problems and issues in the coordination and management of all STRICOM assets at Fort Leavenworth. **25%**

PERFORMS OTHER DUTIES AS ASSIGNED.

FACTOR 1 KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of the DOD Materiel Acquisition process and the DOD 5000 series of regulations in order to facilitate and coordinate the management and life cycle support of training equipment and simulators.

Knowledge of military doctrine and training requirements to effectively interface between end users and materiel developers and contractors to support and maintain the life cycle and fielding of complex simulation equipment and training devices.

Knowledge of Inventory Management Techniques and required reporting and property accountability procedures.

Ability to communicate effectively both orally and in writing in order to serve as a command representative on a variety of issues dealing with the management of simulation equipment and training systems.

Ability to interface with high ranking military officers and senior civilian management for the purpose of resolving resource and scheduling conflicts, programmatic issues, technical problems, providing status updates on STRICOM assets and ongoing issues.

SUPERVISORY CONTROLS

Position reports to and works under the general supervision of the STRICOM Chief of Staff. As a member of a team, receives direction and more specific guidance from the Directorate for Logistics. As such, works independently and consults supervisor only when controversial issues arise. Work is assigned in terms of goals and objectives and is reviewed for policy compliance and customer satisfaction achievement.

GUIDELINES

Incumbent works using established STRICOM and DOD guidelines and policies. Guides are usually general in nature and must be interpreted and applied to specific situations. Occasionally, due to the nature of the technology being developed, guides must be adapted to meet emerging situations and judgment by the incumbent is relied upon.

COMPLEXITY

Assignments consist of coordination of efforts and staying

abreast of current status of assigned programs and systems. There could be conflicting requirements for resources, programmatic issues and other technological problems that enter into the integration and management of these systems and equipment. Difficulty inherently lies in meeting end user requirements while satisfying resource and policy mandated applications.

SCOPE AND EFFECT

Programs and projects monitored and managed are essential to the accomplishment of the STRICOM mission. Providing state of the art, timely, readily available simulation and training equipment is paramount to ensuring the quality of the Army soldier. Failure of the incumbent to perform could result in unmet schedules, miscommunication of goals or increasing costs associated with a continuously decreasing and highly scrutinized funding line as well as higher costs associated with training and maintaining a ready force.

PERSONAL CONTACTS/PURPOSE OF CONTACTS

Persons contacted include high ranking military and civilian officials within and outside of the command. Contacts may include representatives of other DOD agencies within a moderately structured setting, e.g., meetings, programmatic reviews, conferences, etc. Purpose of contacts is to brief status of programs, defend resources and provide information.

PHYSICAL DEMANDS

Work is primarily sedentary.

WORK ENVIRONMENT

Work is performed in an office environment, but may require site visits to other locations where equipment and training devices are being utilized.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL 10400001

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."